

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Administrative Secretary****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs clerical, administrative, and financial support duties and provides records support. Supervises personnel and coordinates training for support staff. Assists with information requests. Manages planning and reporting processes. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative duties by answering telephone inquiries, sending and receiving e-mail messages, distributing information, facilitating requests for computer security access, coordinating meetings and appointments, ordering supplies, contacting vendors for pricing and availability, taking light dictation and meeting minutes, distributing mail, updating manuals, coordinating travel plans, greeting and screening visitors for entry into secured areas, performing data entry, maintaining databases and filing systems, reviewing, analyzing and transcribing reports, writing letters and statements, responding to emails, processing paperwork and payroll, ordering supplies and equipment, conducting research, maintaining overtime and leave records, reviewing reports and resolving issues.
2	S	Performs financial duties and provides fiscal records support by preparing electronic documents, disbursing petty cash and maintaining related records, keeping spreadsheets for all budget accounts and expenditures, processing and maintaining unit payroll and financial record files, researching, balancing and posting fiscal and related data to appropriate budgetary accounts, paying invoices, monitoring accounts for availability of appropriate balances and performing periodic reconciliation of accounts.
3	S	Supervises personnel by participating in the hiring of new employees, training them to enter various data into related computer programs and assisting them in typing of statements and interviews, serving as an information source on departmental policies and procedures, conducting performance evaluations, referring assignments to appropriate staff member and proofing and editing completed work.
4	S	Coordinates training for support personnel by establishing a system of identifying sources of information, arranging training courses, providing learning opportunities, monitoring and managing training account and tuition assistance funds, completing paperwork, entering into financial system and monitoring time entry.
5	S	Provides administrative support notifying members of meetings, preparing meeting schedules for commissions and committees and maintaining records, minutes and agendas.

CSC Adopted: October 2001, CSC Revised:

Physical Strength Code		ESSENTIAL FUNCTIONS
6	S	Assists with appeal processes by scheduling meetings for board, reviewing applications, processing fees, sending notification or appeal documents to all parties involved, entering data in the database, filing appeals, monitoring terms of board members and notifying the department of expirations, verifying the accuracy of hearing minutes, monitoring denied appeals and notifying city agencies of appeal decisions.
7	S	Assists with the information requests by accepting, reviewing and distributing documents, ensuring all departments/divisions/bureaus involved are notified, reviewing completed requests for accurate calculation fees and monitoring in-house records of submitted requests.
8	S	Manages planning and reporting processes by tracking key department assignments, outlining tasks and deliverables and providing management with solutions and alternatives.
9	S	Performs related duties by assisting with contract administration, running errands, attending weekly staff meetings and coordinating special projects and executive recruitment activities, and assigned research projects.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience in general office work.
Certifications and Other Requirements	May require ability to qualify for Virginia Crime Information Network (VCIN)
Reading	Work requires the ability to read reports, general correspondence and work related documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job may require supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. Occasionally, 10-25 lbs. Frequently, or up to 10 lbs. Constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, office equipment
Sitting	C	Computer, desk work
Walking	F	To/from office equipment, distributing paperwork
Lifting	O	Office supplies, reports
Carrying	O	Office supplies, reports
Pushing/Pulling	F	File cabinet drawers, chair
Reaching	F	Onto shelves for supplies or paperwork
Handling	F	Office supplies, reports
Fine Dexterity	C	Computer keyboard, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Filing
Twisting	N	
Climbing	R	Stairs
Balancing	R	
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, public, telephone, tape recordings
Talking	C	Staff, supervisor, public, telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, copy machine, fax machine, computer, Publisher, Quicken, laser or inkjet printer, typewriter, adding machine, calculator, Standard Microsoft Windows and Office software, Virginia Criminal Justice Information System, Sevins Database, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)